



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD
UNIT # 15707
APO AP 96258-5707

Policy Letter # 6-11

IMKO-AA-PWE

11 January 2011

MEMORANDUM FOR SEE DISTRIBUTIONS

SUBJECT: Incorporating Environmental Management System (EMS) in Contracts.

1. REFERENCES

- a. Executive Order (EO) 13423, Strengthening Federal Environmental, Energy, and Transportation Management, 24 January 2007
- b. Executive Order (EO) 13514, Federal Leadership in Environmental, Energy, and Economic Performance
- c. DODI 4715.17, Environmental Management Systems, 15 April 2009
- d. Federal and DoD EMS Metrics

2. PURPOSES. To meet EO 13423, EO 13514 and Federal EMS metric requirements for incorporating EMS in contracts and provide guidance to installation contracting personnel how to incorporate EMS into installation contracts.

3. APPLICABILITY. This policy letter applies to:

- a. Contracts under the direct control of the USAG Red Cloud
- b. Contracts initiated by USAG Red Cloud
- c. Contracts entered into, revised, amended, or otherwise modified after the date of EO 13423 (24 Jan 07).

4. POLICY.

- a. The EMS language, enclosure 1, must be included in the Statement of Works for every contract to which this policy applies (*see* paragraph 3.)
- b. Contractors must complete EMS awareness training via EMS video, pamphlet, web-based training, or classroom training. A contractors' EMS on-site coordinator is responsible for coordinating any necessary EMS training with the USAG Red Cloud EMS coordinator and ensuring that all necessary EMS training is completed.


This policy letter can be found at <http://redcloud.korea.army.mil/policy.asp>

IMKO-AA-PW

SUBJECT: Request Permission of Taking Photographs for Natural Resources Survey in USAG Red Cloud Installations.

- c. The USAG Red Cloud EMS coordinator must identify all contracts to which this policy applies that may constitute a significant environmental impact to USAG Red Cloud and ensure environmental training appropriate for the work to be conducted is provided to persons involved in the performance or supervision of the contract.
- d. The responsible Contracting Officer Representative (COR) and Inspector for each contract must immediately notify the DPW Environmental Division if environmental related nonconformance or noncompliance is identified.

5. Point of contact for this action is Ch, Environmental Division, DPW, USAG RC at DSN 732-6537/9198.



W. H. DODGE
Colonel, SF
Commanding

Encl
Environmental Management System (EMS)
Requirements in Contract

Environmental Management System (EMS) Requirements in Contract

The Contractor shall perform work consistent with the relevant policy and objectives identified in Installation's Environmental Management System (EMS). The Contractor shall perform work in a manner that conforms to all appropriate Environmental Management Programs and Operational Controls identified by Installation's EMS, including pollution prevention, waste reduction, energy use, and natural resource protection. The Contractor shall provide monitoring and measurement information as necessary for the organization to address environmental performance relative to the environmental, energy, and transportation management goals. In addition, the Contractor shall advise their employees of their roles and responsibilities identified by the EMS and how these requirements affect their work performed under this contract. The Contractor is responsible for ensuring that the Contractor and any persons involved in the supervision or performance of the contract complete all required EMS training.

In the event of any environmental nonconformance or noncompliance associated with the contracted services, the contractor shall take corrective and/or preventative actions. In the event of any noncompliance with any federal, state, or local environmental law, regulation or requirement, the Contractor shall immediately respond by taking all appropriate corrective action and notifying the Contracting Officer's Representative (COR) and the Environmental Office. For any nonconformance with the EMS, the Contractor shall take corrective action and initiate further preventative action, as required by the EMS Manager.

All on-site contractor personnel shall complete necessary safety and environmental training specified for the type of work conducted on-site. Upon contract award, the COR will notify the EMS Manager to arrange EMS training for appropriate staff.

Additionally, when ordering supplies for use on Installation, all contractor personnel must favor energy-efficient, recycled or reclaimed material whenever practicable.

The responsibilities of all contractor personnel include, but are not limited to:

- (1) Participate in installation's recycling program.
- (2) Reducing the amount of hazardous material and/or solvent used by purchasing fewer hazardous materials and by increasing the use of products with recycled content;
- (3) Reducing the amount of solid waste from construction and demolition debris, and scrap metal sent to municipal and rubble landfills by reducing, reusing, and recycling; and
- (4) Conserving energy and water usage by turning off lights and equipment when not in use and using only the necessary amount of water needed to complete the required tasks. Continuous conservation of our natural resources is a must.

Any questions regarding EMS may be directed to the Installation Environmental Office or Contracting Officer's Representative.